

# **GENERAL INFORMATION AND INSTRUCTIONS FOR MINOR SUBDIVISIONS**

## **Purpose/Description**

The purpose of minor subdivision review is to allow the administrative approval of certain types of small subdivisions. Administrative approval is authorized for subdivisions meeting the following requirements:

- 1) five lots or fewer;
- 2) no street right-of-way dedications;
- 3) combinations of portions of previously platted lots where total number of lots is not increased;
- 4) exchanges of parcels of land.
- 5) no variances to the subdivision regulations is required.
- 6) a mylar copy and a blue print copy of the recorded plat are submitted to the Planning and Zoning Department.

## **Authority**

*Annapolis City Code and Charter*, Title 20 (Subdivisions) with additional consideration under Chapter 21.98 (Site Design Plan Review Standards), Chapter 17.09 (Tree Preservation), Chapter 17.10 (Stormwater Management), Chapter 21.64 (Parking and Landscape Standards), Chapter 21.67 (Critical Area Overlay) and Chapter 17.08 (Grading and Erosion and Sediment Control).

## **Submittal Requirements**

- A. Pre-application plans should include a survey plat of the existing property and a sketch plan of the proposed subdivision.
- B. Plat approval submittal must include ten copies of the following:
  - 1) plat including boundary lines with metes and bounds, easements, streets and utilities;
  - 2) land characteristics plan including the following (if deemed necessary): elevations, watercourses, marshes, wooded area, trees greater than five inches in diameter, existing structures and all other significant features;

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- 3) zoning on and adjacent to the tract including lot size, width and minimum setbacks;
- 4) title reference data; and
- 5) sets of photographs of the property.

### **Steps of the Process**

- 1) The applicant meets with Department of Planning and Zoning staff to discuss the subdivision review process and to determine whether or not the proposed subdivision meets the requirements to be approved administratively.
- 2) If the applicant's subdivision must be formally reviewed, the applicant submits materials for plat approval, as a major subdivision, to the Department of Planning and Zoning.
- 3) The Department of Planning and Zoning staff sends submittals to the Departments of Public Works, Police, Fire and other agencies as deemed necessary for formal review.
- 4) The City departments review submittals and set requirements for final record plat approval.
- 5) The final plat is signed by the Public Works Department and the Planning and Zoning Department before being recorded at the Anne Arundel County Court House.

### **Processing Time**

The length of time necessary to complete the minor subdivision review process is 21 to 45 days, provided no changes are necessary to the plat.

### **Fees**

A minor subdivision plat is \$150.00 per lot.

### **Enforcement and Appeals**

When an applicant files for a use and/or building permit, plans are reviewed for compliance with the approved record plat. If construction is not in compliance with the approved record plat, a stop work order may be issued.

Appeals of decisions made by the Department of Planning and Zoning during the subdivision review process (minor subdivisions only) may be made to the Board of Appeals within 15 days of the determination.

### **Other Considerations and Requirements**

- Site design review is conducted by the Department of Planning and Zoning during the subdivision review process (Section 21.98 of City Code).
- The plat should clearly show all existing and proposed property lines.
- All setbacks, including average front yards, waterway yards and critical areas designation should be shown on the plat.
- All easements should be recorded on the plat showing their locations, width and purpose.
- If the property falls within the critical areas an environmental evaluation will be required.
- All streets on and adjacent to the tract, including their name and right-of-way width and location; type, width and elevation of surfacing; any legally established centerline elevations; walks, curves, gutters, culverts, etc. should be shown on the plat, as applicable.
- All utilities on and adjacent to the tract, indicating their location, size and invert elevation of sanitary and storm sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone poles, and street lights should be shown on the plat. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and size of nearest ones, showing invert elevation of sewers.
- Ground elevations and contours may be required to be shown on the plat.

Date Received: \_\_\_\_\_

Permit # \_\_\_\_\_

## MINOR SUBDIVISION APPLICATION FORM

Planning and Zoning Department  
City of Annapolis  
160 Duke of Gloucester Street  
Annapolis, Maryland 21401  
(410) 263-7961

### Part I. Applicant Information:

Subdivider/Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Applicant/Agent (if not Owner): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Part II. Subdivision Information:

Subdivision Name: \_\_\_\_\_

Location: \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Total Acreage of Site: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Type of Subdivision:    ☐ Single-family detached    ☐ Townhouse    ☐ Business  
                                 ☐ Two-family                      ☐ Condominium    ☐ Other

### Part III. Submittal Requirements (please submit ten copies of each):

<input type="checkbox"/> Vicinity map	<input type="checkbox"/> \$150.00 per lot application fee
<input type="checkbox"/> Boundary survey	<input type="checkbox"/> Owners, zoning, and land use of adjoining properties
<input type="checkbox"/> Land characteristics map	<input type="checkbox"/> Proposed covenants, if applicable

The undersigned assert that this proposed subdivision will be in strict accordance with the standards set forth in chapters 20 and 21 of the Code of Annapolis.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_